

# JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102  
(415) 865-4370 Web site: [www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** SENIOR COURT SERVICES ANALYST

**LOCATION:** SAN FRANCISCO, CA

**JOB REQUISITION:** 2829

### DEPARTMENT STATEMENT

Become a part of a dynamic program supporting language access to justice in the most linguistically diverse state in the nation. The Court Interpreters Program (CIP) oversees the statewide testing, certification and deployment of court interpreters, and helps develop and implement language access policy and initiatives on behalf of the Judicial Council of California, ensuring that individuals with limited or no understanding of English receive equal access to justice in the state courts.

The Senior Court Services Analyst in the Court Interpreters Program of the Executive Office Programs Division, Administrative Office of the Courts, will perform advanced analytical and consultative work on a variety of court interpreter related projects or services.

### RESPONSIBILITIES

- Act as a lead on assigned projects, ensuring that individual and team projects are completed on schedule and within budget, and provide status updates to the CIP supervisor/manager;
- Provide lead direction, training, and work review to other CIP staff.
- Conduct and oversee studies and initiatives, including gathering data, analyzing findings, and preparing analytical reports and programmatic or policy recommendations;
- Gather, analyze and apply data to help formulate policy and programs that advance branch wide strategic and operational plans.
- Lead in the development, initiation and monitoring of projects, including budgets, requests for proposal, selection of outside professional consultants, and preparation and management of professional services contracts;
- Explore and recommend strategies to improve current language access policies and programs, and related public outreach efforts focusing on minority language communities;
- Review completed projects, designs, and studies to evaluate desired effectiveness;
- Collaborate with internal and external stakeholders in identifying and developing court access projects related to interpreters and language issues;
- Communicate with interpreter representatives, judicial officers, trial court administrators and staff on judicial branch policies, certification standards, and complaint resolution;
- Assist in staffing the Court Interpreter Advisory Panel and its subcommittees, including preparing written reports, agendas, meeting materials, proposals, and recommendations; and
- Respond to inquiries from the public, state and federal agencies, state and national professional organizations, and out-of-state courts regarding California's Court Interpreters Program.

Must be available to work occasional overtime and available for occasional travel statewide as necessary.

### QUALIFICATIONS

Equivalent to possession of a bachelor's degree, preferably with major course work in court, public, or business administration, and three years of professional analytical or managerial experience in court, governmental, or other organizational operations that has involved program analysis, development, and

implementation, including one year of lead experience.

Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree or certification from the Institute for Court Management (ICM) may be substituted for one of the three years of required experience.

OR

One year as a Court Services Analyst with the judicial branch.

The ideal candidate is a generalist who combines strong analytic skills with strong project management experience. Specific qualifications include:

- Significant experience in managing multiple projects while meeting critical deadlines;
- Knowledge of basic supervisory principles and practices, and experience leading, directing, and reviewing the work of others;
- Experience in gathering data, analyzing findings, and preparing analytical reports and recommendations;
- Experience in and comfort with preparing and delivering written and oral presentations to diverse audiences, including professionals, executives, and the public;
- Strong written and oral communication skills;
- Strong interpersonal and customer service skills;
- Knowledge of basic principles of budgeting, cost analysis, and fiscal management; and
- Proficient in MS Word, Excel and Access, or similar word processing, spreadsheet, and database applications as well as e-mail and Internet proficiency;

#### **HOW TO APPLY**

To ensure earliest consideration of your application, please immediately, however this position will remain open until filled. To complete an online application, please visit our Web site at [www.courtinfo.ca.gov/careers/](http://www.courtinfo.ca.gov/careers/), and search for Job Req-2829, Senior Court Services Analyst. This position requires the submission of our official application.

OR

To request a printed application, please contact:

Administrative Office of the Courts  
Human Resources Division  
455 Golden Gate Avenue, 7th Floor  
San Francisco, California 94102  
(415) 865-4272 Telecommunications Device for the Deaf

#### **PAYMENT & BENEFITS**

##### **SALARY RANGE**

\$6,055 - \$7,358 per month

(Starting salary range may vary between \$6,055-\$6,661 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits programs
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans

- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Administrative Office of the Courts is an Equal Opportunity Employer.**